



POSITION DUTY STATEMENT

NAME	MCR 1
CLASSIFICATION Engineering Geologist	POSITION NUMBER 538-208-3756-190
WORKING TITLE Field Inspector	DIVISION/UNIT Geologic Energy Management / Northern District
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R09	CONFLICT OF INTEREST CATEGORY 4

GENERAL STATEMENT: Under general supervision of the Senior Oil and Gas Engineer (Supervisor), the Engineering Geologist (EG) will function as a Field Inspector performing duties associated with the development of well resources in the Northern District Sacramento office. The incumbent will perform engineering work involving regular access to well information, searchable indexes, chemical registries and extensive computer use in order to perform calculations and create reports and graphics. Perform engineering or surveillance work in connection with the extraction of oil, gas, underground gas storage and geothermal resources to ensure compliance with permit and regulations. Assists the Senior Oil and Gas Engineers (SOG) and District Deputy in various technical and administrative functions as it relates to complying with Division Programs. This position requires high degree of knowledge and skill in reviewing and analyzing data as well as excellent communication. This position will be part of the District's regular call-back rotation schedule. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **35% Field Inspections**

Given designated field assignment areas, inspect and document the installation and operational functionality of blowout prevention equipment to ensure compliance with State and Division mandates such as the Division's publication MO7 "Blowout Prevention in California" guidelines. Ensure that operators are in compliance with Division policies and State regulations as outlined in Division issued permits. Witness and evaluate plugging and abandonment, rework and testing operations which may include mudding and cementing procedures; radioactive tracer surveys, static temperature and noise surveys, idle well testing, casing pressure tests, and step rate tests. Conduct environmental lease inspections, including facilities, pipelines and wells for compliance with Division policies and State regulations. Obtain well coordinates using a Geographical Information System data collector. Oversee the testing of alarms, shut-in systems, and other monitoring devices in facilities and on wells. Assess, quantify, and document, through a report and photographs, any well or facility oil, gas, or water releases.

- **25% Projects**
Assist as required in area reviews for new injection projects and expansion of existing injection projects. Monitor injection wells and production facilities; conduct or witness investigations, inspections, and studies; review various environmental documents, review and prepare reports, interact with other regulatory agencies, and attend meetings; may be asked to participate in classes and certification exams. Assist the District Deputy and SOGEs overseeing Division programs such as the idle well, pipeline and facilities, California Environmental Quality Act (CEQA) and Underground Injection Control (UIC) programs. Assists with corporate software maintenance, updates and issue resolution including but not limited to, Wellstar and WellShadow. Represent the District in Division projects and initiatives as requested.
- **20% Investigations**
Perform well investigations and well information preparation for completing Notice of Violations and Orders for operators. Provide testimony and present evidence in civil penalty hearings. Check records, well summaries and histories to ensure they are complete and an accurate reflection of the well operations and are in compliance with Public Resources Code and all applicable laws and regulations. Review and respond to construction site and environmental impact reports. Perform inspection of wells, providing photographs, site assessments, and combustible gas readings as appropriate. Collaborate with the Associate Oil and Gas Engineers (AOGE) to submit findings to the SOGE, and/or District Deputy so determinations can be made relative to the potential building or re-abandonment of any well feature found at the construction site to safeguard the public and the environment. Compose correspondence to summarize findings and any required or suggested additional site work to City, County, State agencies or other interested parties.
- **10% Notices**
Provide onsite support for Division well order operations. Compile reports on all testing operations to provide historical and legal documentation. Write Notice of Violation letters to operators. Incumbent advises and consults with Federal, State, and local agencies. Provide information to operators, the public, and other stakeholders regarding State laws, regulations, and procedures.
- **MARGINAL FUNCTIONS**
 - **5% Administrative**
Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.
 - 5% Miscellaneous**
May serve on committees, participate in user groups, assist in public outreach activities; assist with training of new personnel and take required classes and training, maintaining required certifications. May be required to present information that is timely (e.g. new procedures, safety issues, SOPs, etc.) at staff meetings and perform other required duties.

B. SUPERVISION RECEIVED

The Engineering Geologist reports directly and receives the majority of assignments from the Senior Oil and Gas Engineer (Supervisor); however, direction and assignments may also come from the District Deputy, Supervising Oil and Gas Engineer or a lead Associate Oil and Gas Engineer.

C. SUPERVISION EXERCISED

NONE

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

E. PERSONAL CONTACTS

The Engineering Geologist has frequent contact with the public, other Division staff, oil and gas operators, contractors, consultants, Federal, State, and local agencies. In the field, the EG is often the only State representative onsite and should be comfortable dealing with varied personalities and environments. The incumbent may often travel to, or through, remote or highly urbanized locations, including economically impacted areas. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email.

F. ACTIONS AND CONSEQUENCES

The consequence of error in failing or inadequately performing the duties of an EG position may range from financial loss and impairment of the value of natural resources for lease holders, operators, and the State of California, to endangerment of the safety, health, and life of Division employees, operators and contractor employees, and the general public, now or in the future. The magnitude of such consequences of error may range from low to significant or critical.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Constantly:

- Sit at a desk, in a chair, and in front of a computer screen(s).
- Moving/walking about the office and standing or sitting during meetings.
- Use a multi-line telephone console, a cordless telephone with/without headset, or smart cell phone.
- Bend (neck and waist), squat, kneel, and twist (neck, knees, and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Frequently:

- Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, safety ear wear and H₂S monitor to warn of H₂S gas hazards.
- Available for periodic 24-hour after hours field inspection rotation.
- Travel to, and potentially working in, remote field locations.

- Working in the field exposed to inclement weather, with temperatures ranging from below 30 degrees to well over 100 degrees, in rainy, and/or foggy conditions.
- Travel on and off road, day and night, and sometimes in inclement weather, to both onshore and offshore work locations.
- Travel to offshore facilities requires the ability to enter and exit alternate forms of transportation such as boats and helicopters in all types of weather, using methods such as swing rope and personal baskets.
- Working around equipment and machinery.
- Walking on uneven ground.
- Exposed to excessive noise.
- Exposed to dust, gas, fumes or chemicals.
- Use special visual, breathing, or auditory protective equipment.
- Standing for prolonged periods of time may be necessary to witness certain tests.
- Climb various sizes of ladders, over rocks, and pipes.
- Lifting and carrying up to 20 pounds.
- Occasionally reaching (above and below shoulder level).

H. **OTHER INFORMATION**

- Possession of a valid driver's license is required.
- Oil Field Safety Classes may be required
- H2S training may be required
- Blowout prevention training may be required
- Defensive Drivers Training is required
- Safety Skill Training via LMS is required
- Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and Procedures

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	Supervisor Printed Name	Date